



City of Upland  
Development Services Department – Housing Division  
**EMERGENCY REPAIR PROGRAM (ERP)**

Dear Homeowner,

Enclosed you will find a checklist for documentation needed to participate in the Emergency Repair Program (ERP). Once you have all the documentation ready to be submitted, please contact **Norma Flores, Development Services Specialist** via phone or email to schedule an appointment. No partial documentation will be accepted.

To be eligible for this program:

- ✓ **The address listed must be your primary residence.**
- ✓ **Household” must not exceed 80% of the county median income for family size** (“household” refers to all individuals living at the residence). The income earned by all persons living at the residence over the age of eighteen (18) years old, will be counted when determining gross annual household income.

<b>Household Size</b>	<b><i>Extremely Low Income</i></b> Equal to or less than 30% of Area Median	<b><i>Very Low Income</i></b> 31% to 50% of Area Median	<b><i>Low Income</i></b> 51% to 80% of Area Median
<b>1</b>	\$19,600	\$32,650	\$52,200
<b>2</b>	\$22,400	\$37,300	\$59,650
<b>3</b>	\$25,200	\$41,950	\$67,100
<b>4</b>	\$30,000	\$46,600	\$74,550
<b>5</b>	\$35,140	\$50,350	\$80,550
<b>6</b>	\$40,280	\$54,100	\$86,500
<b>7</b>	\$45,420	\$57,800	\$92,450
<b>8</b>	\$50,560	\$61,550	\$98,450

Applications will be provided at the time of appointment. As a reminder, funding is limited, and applications are processed on a first-come, first-served basis. If you have any questions, please do not hesitate to contact me at (909) 931-4267.

Respectfully,

Norma Flores  
nflores@uplandca.gov  
Development Services Specialist



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## **CHECKLIST**

The following is a list of the supporting documentation required. The City reserves the right to request additional documentation from the applicant(s), to determine eligibility. The City, further, reserves the right to terminate applications that do not conform to these and/or other program requirements.

Please submit clear photocopies (**copies can be made upon request**) of the following documents:

- ☐ **PHOTO IDENTIFICATION** (a driver's license, passport, CA Identification, or Resident Alien Card for each household member)
- ☐ **PROOF OF FAMILY COMPOSITION** (birth certificate or social security card for each household member)
- ☐ **MOST CURRENT SIGNED AND FILED FEDERAL & STATE INCOME TAX RETURNS** (all pages of your 1040A, 1040EZ or 1040) OR if you are not required to file tax returns, we will provide an Affidavit Pertaining to Household Income form
- ☐ **THREE MONTHS BANK STATEMENTS** (all pages for all accounts held by each household member)
- ☐ **VERIFICATION OF INCOME FOR ALL HOUSEHOLD MEMBERS OVER THE AGE OF 18 YRS. OLD:**
  - a. Three (3) most current and sequential month's paycheck stubs, social security checks, AFDC checks, IRA withdrawal checks, pension checks, retirement check, disability checks, unemployment checks, etc., or other earned income documentation
- ☐ **MOST CURRENT UTILITY BILL** (gas or electric)
- ☐ **MOST CURRENT PROPERTY TAX BILL** (property taxes must be current, if you have outstanding taxes, submit a Certificate of Redemption from the County Tax Assessor's Office)
- ☐ **MOST CURRENT PROPERTY INSURANCE DECLARATION PAGE** to include address, expiration date, and covered limits
- ☐ **GRANT DEED/DEED OF TRUST** (for Conventional Single-Family Dwellings) **OR HOUSING AND COMMUNITY DEVELOPMENT (HCD) TITLE/REGISTRATION CARD** (for Mobile/Manufactured homes)